



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date 4/2/73	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 73-12		Date Received MAY 17 1973	Application No. / Date Completed 73-366 MAY 18 1973
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Public Safety Firearms License Section 959 E. Confederate Ave. Atlanta, Georgia 30301		4. Person to Contact  Barbara Montgomery	5. Working Title Steno
		6. Tel. No. ext. 241	

## 7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest  
Dates of Series

9. Exact Series Title

Application  
Application for Firearm License File

10. What is the function of the office in which this record series is created?

The Personnel Section shall be responsible for the recruitment and the disengagement of personnel and the preparation and maintenance of personnel records. The Fiscal Services Section shall be responsible for departmental accounting and the preparation of budgets and financial reports. The Firearms License Section is responsible for the enforcement of an Act to Regulate the Sale of Firearms of Less Than Fifteen (15) Inches in Length House Bill 622 (AM). The Logistics Section shall procure supplies and supervise the issuance of and maintenance to supplies and equipment necessary for the success of the Department's mission. The Management Services Section shall provide planning and analytical support, including procedures writing, forms design and control, records management, and reproduction services.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

File relates to the issuance or renewal of Firearm Licenses for the sale of small firearms under fifteen (15) inches in length.  
File consists of Application and Affidavit for Firearm License and Security Bond or Bond Continuation Certificate.  
File arranged alphabetically by county, thereunder chronologically.

## ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	2			1	
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
			AVERAGE DAILY REFERENCES	This Year's	Last Year's
				3 or 4 times	3 or 4 times
					preceding Year's
					All Prior Years
					seldom

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

13. Is this the Record Copy of the series? YES [x] NO [ ]
14. Is there a duplication of this series in another office or agency? [ ] [x]
15. Is the information contained in this series ever summarized or published? [x] [ ]  
Attach copy of summary or publication. Weekly report to Treasury (attached)
16. Does the series contain classified information requiring security handling? [ ] [x]
17. Does the series initiate, amend or terminate agency policies and procedures? [ ] [x]
18. Could the function be performed if the files were lost or destroyed? [x] [ ]  
Dealer has copy.
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [ ] [x]
20. Does the record series provide data as input to an EDP file? [ ] [x]
21. Does the record series contain documentation produced as EDP printout? [ ] [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [ ] [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [x] [ ]  
Court suit.

24. REQUIREMENTS. The following requires the files to be kept 20 years:

- a. [x] STATE LAW b. [ ] STATUTE OF LIMITATION c. [ ] AUDIT PERIOD d. [ ] FEDERAL LAW e. [ ] ADMINISTRATIVE DECISION f. [ ] HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

Code of Georgia unannotated Edition, Chapter 3-7 Limitations of Actions on Contracts; period of Limitations, Section 3-703(4359) Actions upon specialties. (attached)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [ ] CALENDAR YEAR - [x] FISCAL YEAR - [ ] OTHER \_\_\_\_\_, then:

- [x] Hold in the current files area \_\_\_\_\_ month(s)/ 1 year(s):
- [x] Transfer to [ ] State Records Center [ ] Local Holding Area; hold 19 year(s):
- [x] Destroy. Except that Records Center will transfer one cubic foot to Archives for each year ending in zero.
- [ ] Transfer to State Archives for permanent retention.
- [ ] Destroy immediately after cut-off.
- [ ] Other: (Specify)

Files needed in current files area one year after cut off date for reference when new application is received.

(Indicate briefly rationale for recommendations above/or write additional remarks):

( ) Concur ( ) Nonconcur

Capt. E. T. McLeod  
Director of Firearms Section

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<u>[Signature]</u>	<u>4-10-73</u>		
26. Recommendations in paragraph 25 are:	Agency Head/Designee [x] Approved [ ] Disapproved	<u>[Signature]</u>	<u>4-10-73</u>
	State Auditor/Designee [x] Approved [ ] Disapproved	<u>[Signature]</u>	<u>5-17-73</u>
	Secretary of State/Designee [x] Approved [ ] Disapproved	<u>[Signature]</u>	<u>5-15-73</u>
	Attorney General/Designee [x] Approved [ ] Disapproved	<u>[Signature]</u>	<u>5-17-73</u>

STATE RECORDS COMMITTEE